

DRO Posting

The Chief Returning Officer for the Canadian Federation of Students is currently seeking applications for the position of Deputy Returning Officer (DRO) for an upcoming referendum at Capilano University in North Vancouver, British Columbia. A minimum of two positions are available.

Duration

This position will require approximately 25 to 40 hours of work per week, beginning on or about the second week of March 2014, for a period of three (3) to four (4) weeks. Some evening and weekend work will be required.

Compensation

Compensation to be determined based upon the successful candidate's experience.

Responsibilities

The DRO will be required to assist the Chief Returning Officer (CRO) with the successful operation of a referendum. The specific duties of the DRO include, but are not limited to:

- Assisting and supervising the daily opening and closing of poll stations
- Preparing materials for polling stations
- Staffing polling stations during breaks
- Maintaining order at the polling stations
- Assisting with the count of ballots
- Assisting with the training of poll clerks
- Assisting the CRO in administrative tasks
- Regularly reviewing campaign materials on campus to ensure they conform to the referendum rules
- Reporting campaign violations to the CRO
- Liaising with institution officials as requested by the CRO
- Assisting the CRO in administrative tasks

Qualifications

The ideal candidate will have a friendly, yet assertive demeanour and will possess the following skills and experience:

- Excellent organizational skills.
- Excellent communication skills – both written and oral.
- Experience in supervising, scheduling, and training staff.

- Experience coordinating and administering elections and/or referenda
- Strong leadership skills
- Ability to work well independently
- Comfort navigating rules and procedures

All applications must be submitted by March 7, 2014. Please direct applications to Stephen Littley, Chief Returning Officer via email at littley@blgn.ca.

Please note that only candidates selected for an interview will be contacted.